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STARS USER MANUAL

TRAVEL ADVANCE

INTRODUCTION

With the closing of Rotary Accounts, agencies have a way to track a travel advance through the STARS document file. The steps below explain the process for STARS. See the [Travel Express User Manual for Travel Express procedures](#).

TRAVEL ADVANCE PROCESS

1. Create a warrant advance in STARS using transaction code 223.
2. When the traveler presents their travel reimbursement form, use a TC 224 to liquidate the document file amount that was created when the warrant advance was created.
3. If the reimbursement amount is greater than the warrant advance, use a TC 230 for the extra expenses. (TC 230 will create a warrant for the traveler.)
4. If the reimbursement amount is less than the warrant advance (where the traveler owes the state), the traveler must present payment to the state. When payment is presented, use transaction code 112 to create a “J” batch. This will liquidate the document record for the remaining amount of the warrant advance.

ADJUSTING A TRAVEL ADVANCE

You can create a warrant advance in STARS using transaction code 223 without adding a grant/project. This is because the grant/project codes are optional when using TC223. This will create a debit balance in GL1549 at the fund level *without* a grant/project.

You can also record the expenses from the warrant advance using transaction code 224 and enter grant/project coding. This will create a credit balance in GL1549 *with* a grant/project.

However, doing this will result in orphan balances in GL1549 and balances in GL9999. In order to make the necessary adjustment, use the following transaction codes:

- Use a transaction code 22A to adjust the TC223 using the same fund as the original TC223, but no grant/project.
- Use a transaction code 22A R to adjust the TC224 using the same fund and grant/project as the original TC224.